

23 March 1964

MEMORANDUM FOR: Inspector General

SUBJECT : Proposed Revision [REDACTED]

25X1

1. [REDACTED] use the same basic language. They require that detailed itineraries be supplied to the authorities at the traveler's destination "to be received" no later than two weeks prior to departure. This notification is required to include the names and numbers of carriers "(if known)". It also requires the employee to provide advance notification if he is to be delayed more than 24 hours, "allowing sufficient time" for the information to be relayed.

2. I spoke with [REDACTED] in Regulations and she said that the purpose of the "to be received" provision was to provide the next duty post with as much advance notice as possible. The reference to the "if known" provision is intended to recognize the fact that sometimes this information is not ascertainable, e.g. Africa. Finally, [REDACTED] won't argue about a rephrasing of the section on notifying Headquarters by commercial means in the event of a 24-hour delay. I therefore propose that [REDACTED] be revised to read as follows:

"In each instance that an employee is departing from headquarters he shall provide a complete detailed itinerary of his travel plans to the Operating Division concerned, which shall be responsible for transmitting *when time permits* that information to the post of duty abroad, to be received ~~when time permits~~, no later than two weeks prior to the employee's date of departure. Such notification shall include points of contact en route, names and numbers of carriers (if ascertainable), a firm arrival date at the post abroad, and the date on which the employee plans to report for duty whether it is for permanent assignment or TDY consultation. If an employee's arrival is to be delayed for more than 24 hours, he shall provide promptly advance notification to headquarters by commercial cable. The communication shall be directed to a sterile cable or letter address which will be provided the employee prior to departure from headquarters."

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[redacted] could be similarly rephrased substituting the appropriate references to Chief of Station or Base for Operating Division.

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3. [redacted] I would insert "Office of Security" in the list of components to be notified, to follow "Office of Personnel."

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[redacted]
S. D. Breckinridge

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DATE

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[REDACTED]

EARMAN

By COB 25 March

I AGREE WITH IP 3 - BUT DISAGREE
WITH IP 2 AS I THINK THE REGULATION
SHOULD MERELY STATE THE REQUIREMENT

RETURN TO: Mr. Breckinridge WITHOUT GETTING INTO
THE QUESTION OF
DETAILED PROCEDURES.

25X1* Note [REDACTED] comments received

25X1 after this received from [REDACTED]